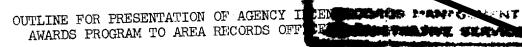
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Ten A.M.

25X1A6a

Auditorium

20 October 1953

1. Purpose of Meeting

2. Presentation of Agency Incentive Awards Program

oa

, Executive Secretary, Incentive

Awards Program

Assistant to the Executive Secretary, Incentive Awards Program

3. Progress Since Completion of Area Records Officers Training Program.

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## ACCOMPLISHMENTS IN RECORDS MANAGEMENT PROGRAM

#### 1. Area Records Officers

- a. Centralized Files.
- b. 20% Savings In Filing Equipment (OIC).
- c. 68% of Files and Records Can Be Transferred to Records Center (GSO).
- d. 32% of Files and Records Can Be Transferred to Records Center (00).
- e. Filing System Installed in 4 Major Offices.

### 2. General Services Office

- a. Records Center 20,000 square feet.
- b. Equivalent of 500 File Cabinets Valued at \$117,500 now in Records Center.
- c. Surveys Completed in 3 Major Offices.
- d. Surveys in Process in 3 Major Offices.
- e. Handbooks Completed.
- f. Training Program for Vital Materials.
- g. \$9,214 of Filing Equipment Released by One Office.
- h. Reports Management Survey in Process for One Major Staff Office.

i. Staff assistance From R.M.

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